

POLICE FINGERPRINT TECHNICIAN II

(Promotional Class)

(Presently 2 positions are used as supervisors)
12 positions (which will be filled through promotions)

DISTINGUISHING FEATURES OF THE CLASS

This class operates all AFIS equipment, supervise and assigns the work of the subordinates and makes sure all of the equipment is properly manned with qualified personnel. Employees of this class will supervise fingerprint technicians assigned to operate the AFIS equipment and see that such personnel receive required training to operate the equipment. Employees of this class will review the work performed by subordinates, making recommendations for changes in procedures. Employees of this class will make sure the level of quality is maintained (example; criminal histories are correct, mugshots are stored correctly, fingerprints maintain a high degree of quality). Employees of this class will also handle scheduling when an emergency arises to make sure the shift is covered. Employees in positions of this class perform difficult work classifying fingerprint cards using the Henry system, search the master card file and identify medium level difficult fingerprints. The employee will process all prisoners arrested by Baton Rouge City Police through Live Scan/ this includes inputting information on the prisoner, taking a standard mugshot and fingerprint the prisoner using the laser scan. The Fingerprint Technician II will be able to perform all of the work defined under Fingerprint Technician I accurately and efficiently. This employee will also thoroughly check all entries done at the Live Scan or the Workstation in the complete phase. The employee will process arrest properly, creating criminal jackets and records all arrest into the local computerized criminal history correctly. The Fingerprint Technical II must be willing and able to provide one to one instruction on a daily basis. This position may entail shift work. The Fingerprint Technical II will report to and have their work reviewed by the supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Perform supervisory task such as seeing that an assigned shift is properly manned, approves leave if an emergency arises, assigns task to subordinates if a supervisor is not present.

Sees that all new employees receive necessary training, personally
Properly operate the live scan using the directions taught by the system administrator or a designee.

Does difficult identifications such as deceased prints or prints on AFIS that are poor quality.

Performs supervisory duties such as assigning work on duty areas, reviewing written reports of subordinates, providing technical assistance to subordinates, keeping personnel records, resolving employee complaints and grievances, recommending discipline of subordinates when required.

Sees that all personnel receive necessary formal and on-the-job training; personally conducts both formal and on-the-job training; prepares material for use in training; participates in any training by the department on fingerprints or related areas.

Sees that all tasks are performed in a timely fashion relative to handling cases from the Live Scans: Calls the different live scan sites when there is a problem with the cases or with AFIS. They will contact the sites when information about the system needs to be distributed.

Meets necessary qualifications and is able to check local criminal histories and state criminal histories. Can enter or correct criminal histories in the local system. Knows the correct office procedures for processing a new or old arrest, researching wrong file numbers, matches reports and corrects mistakes found in the office. Can type an entry sheet or check a subordinate's entry sheet.

Monitors the equipment and if the equipment is not functioning properly contacts either the System Administrator or the LSP Help Desk. The employee will make every effort to ensure that the equipment is fixed within the proper time frame allowed by the State.

Prepares for shift change by briefing the oncoming shift or by being briefed by the outgoing shift, checking records from previous shifts or assembling necessary supplies and equipment.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS:

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United

States.

Must possess a valid driver's license.

Must be a regular and permanent employee in good standing in the class of Fingerprint Tech I for at least two (2) years. (Time to be counted from the date of confirmation in the class.)